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**PARKS, RECREATION & FACILITIES
MANAGEMENT**

Dean R. Gazza, Director

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TO: Finance Committee

FROM: Dean R. Gazza, Director of Parks, Recreation and Facilities Management

DATE: 10/25/2016

RE: Action Item: Award contract to PSI for materials testing services for the Fox Cities Exhibition Center for a time and materials contract not to exceed \$60,000.

On October 4, 2016, Request for Proposals were received from three materials testing companies for the Exhibition Center project. The scope of work includes testing for earth retention, earthwork and utility backfill, vibration monitoring, concrete and masonry, structural steel, fire protection and pre and post inspections of neighboring facilities as needed.

Request for proposals were evaluated for relevant experience, project success, project team, project understanding/study methodology, project schedule and cost. It was important that the firm clearly demonstrated experience in the services required.

Because the number of tests are unknown and only can be estimated at this time, we looked at the amount of hours projected, individual costs of tests, hourly costs for staff and other fees.

After careful review, our team recommends awarding a contract to PSI for a time and material contract not to exceed \$60,000.

Please feel free to contact me at 832-5572 with any questions, or by email at dean.gazza@appleton.org.